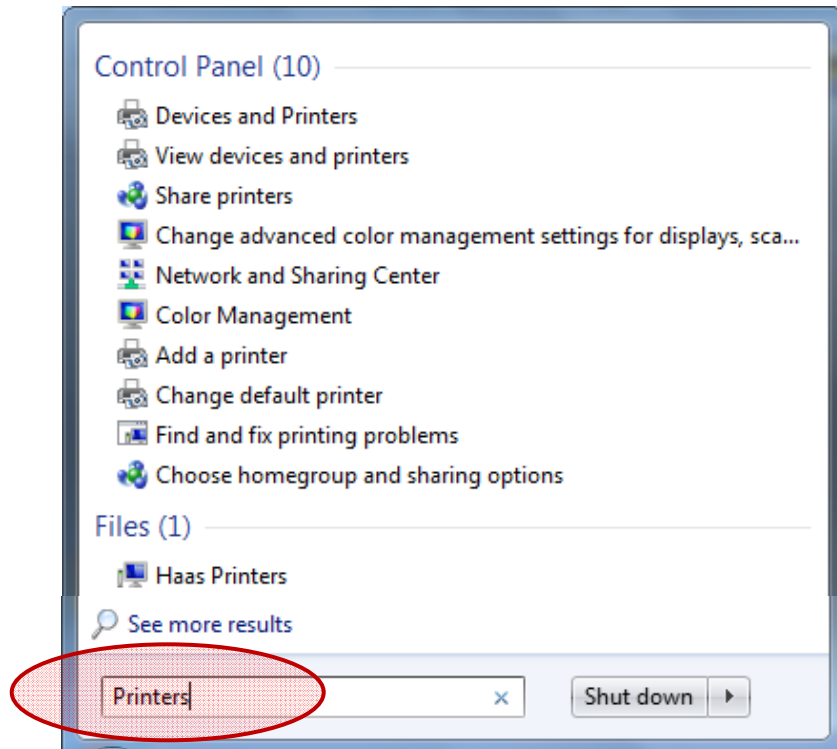
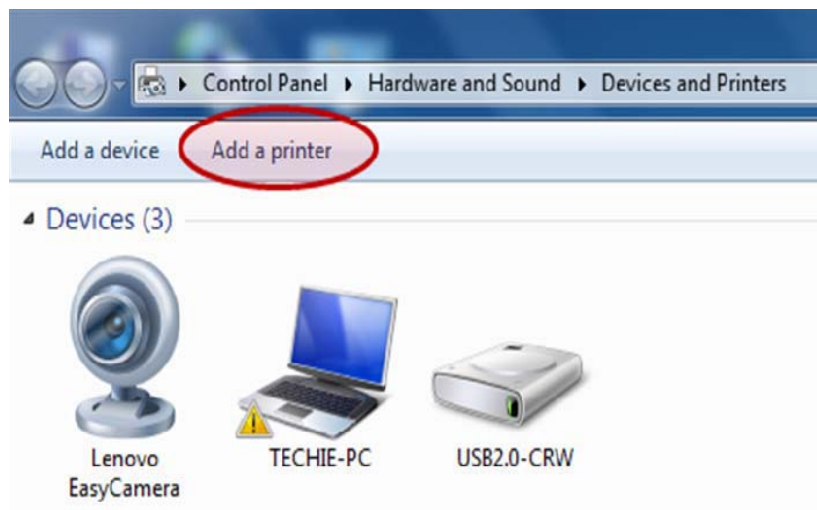


## How do I Add the Faculty F582\_CopierX4127 in Windows 7?

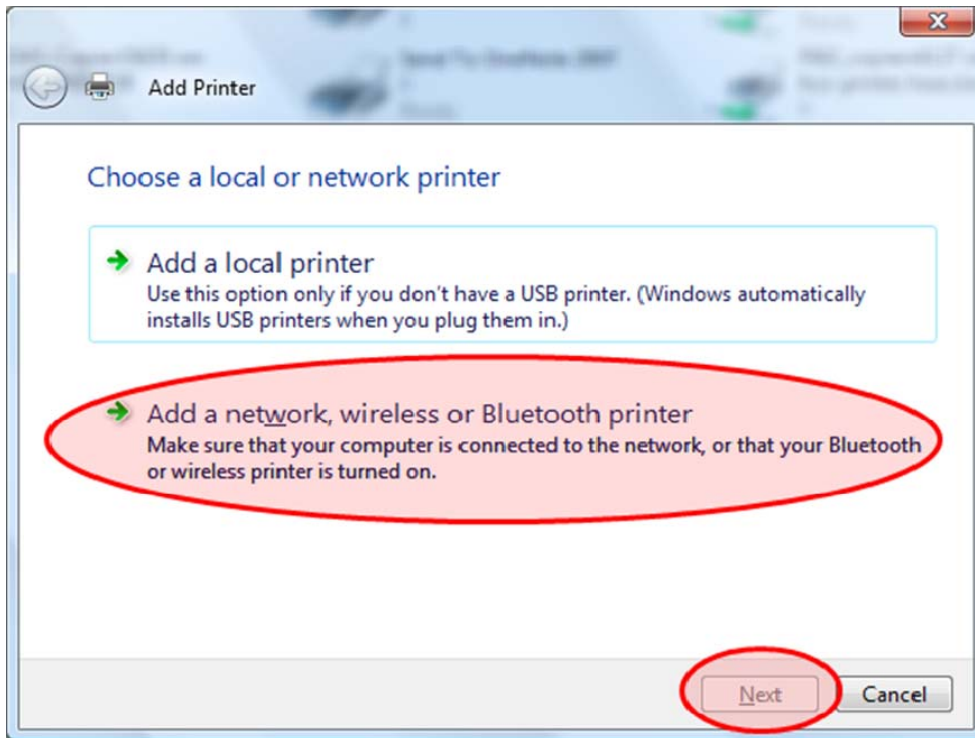
Step	Procedure
1	Click on the <b>Start Menu</b> and in the <b>search field</b> type: <b>printers</b> , or open <b>Control Panel</b> and click on <b>Devices and Printers</b> icon



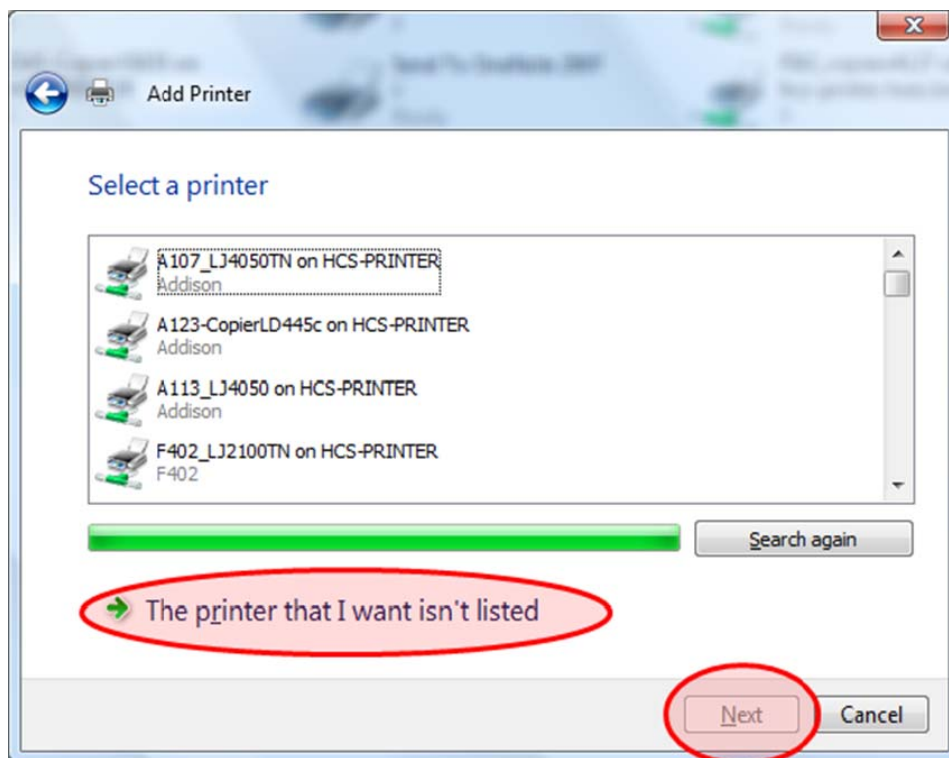
Step	Procedure
2	Once at the <b>Devices and Printers</b> window, click on the <b>Add a printer</b> link.



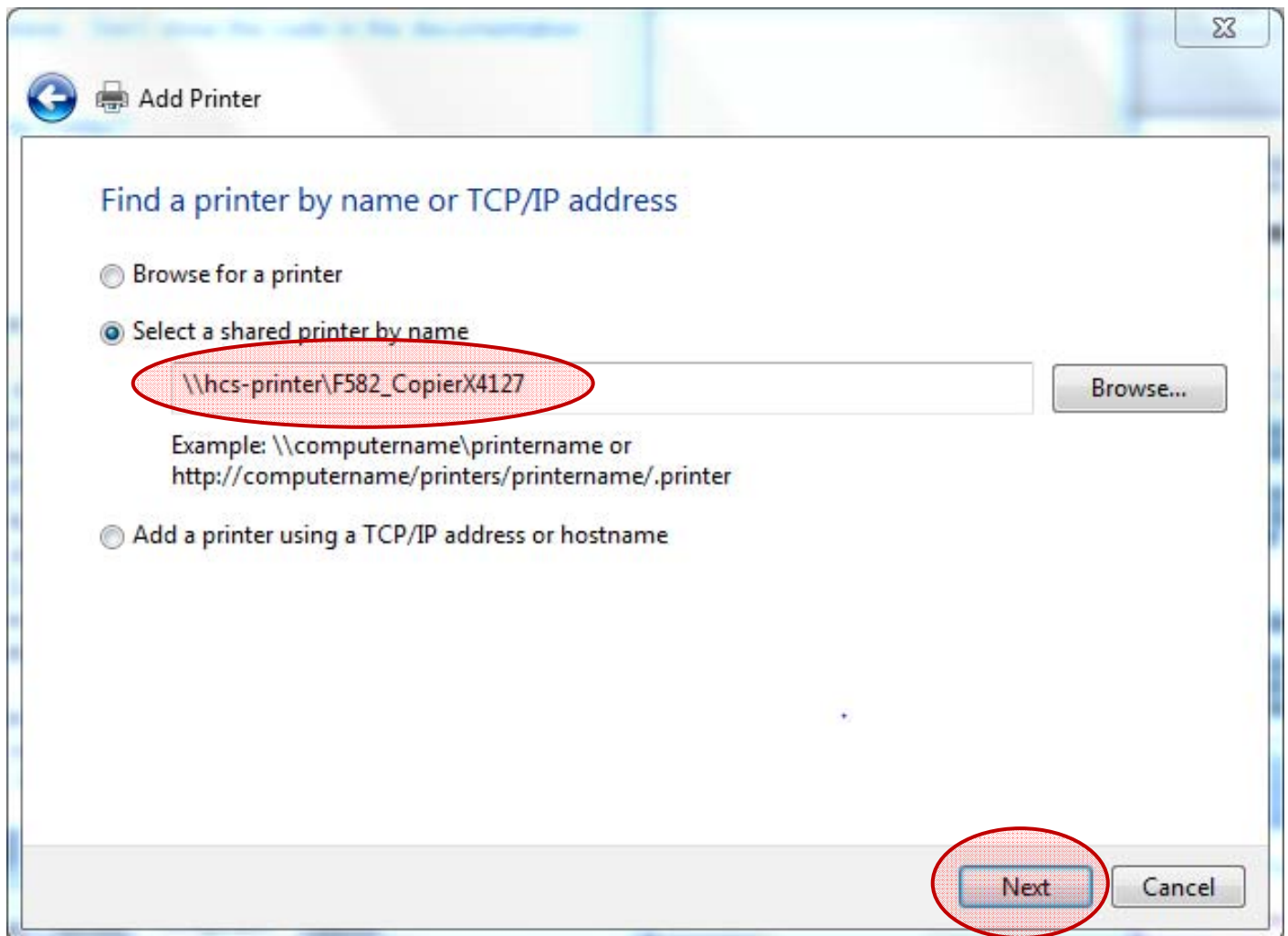
Step	Procedure
3	Once at the next screen, click the <b>Add a network, wireless or Bluetooth printer</b> link. Then click <b>Next</b> .



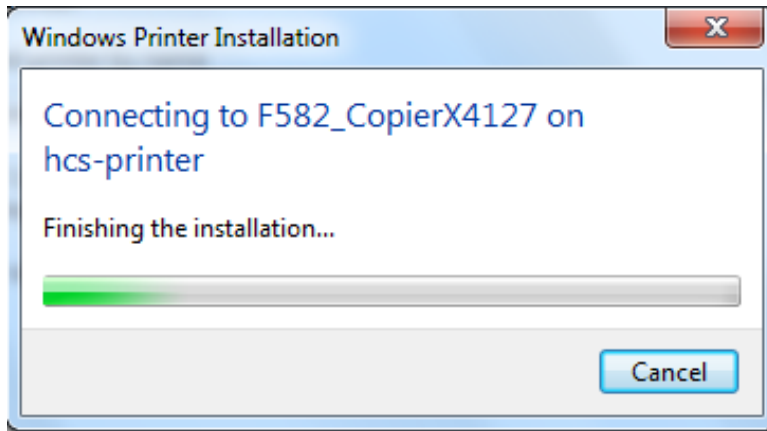
Step	Procedure
4	At the next screen <b>click</b> the link <b>“The printer that I want isn’t listed”</b> , and click <b>Next</b> .



Step	Procedure
5	<p>Next enter the server and printer path to the F582 Copier/Printer enter: <b>\\hcs-printer\F582_CopierX4127</b>, where <b>F582_CopierX4127</b> is the name of the printer.</p> <p>If this does not work, enter the long path to the printer server followed by the printer's name. The long path is <b>\\hcs-printer.haas.berkeley.edu</b> , so to map you would enter: <b>\\hcs-printer.haas.berkeley.edu\F582_CopierX4127</b></p> <p>When done entering the path, click <b>Next</b>.</p> <p><b>A list of all the available Haas printers for Faculty and PhD students will be added at the end of this document.</b></p> <p><b>Note:</b> you can also try the following: <i>hcs-printer.haas.1918.berkeley.edu</i> if the above server paths don't wor.</p>



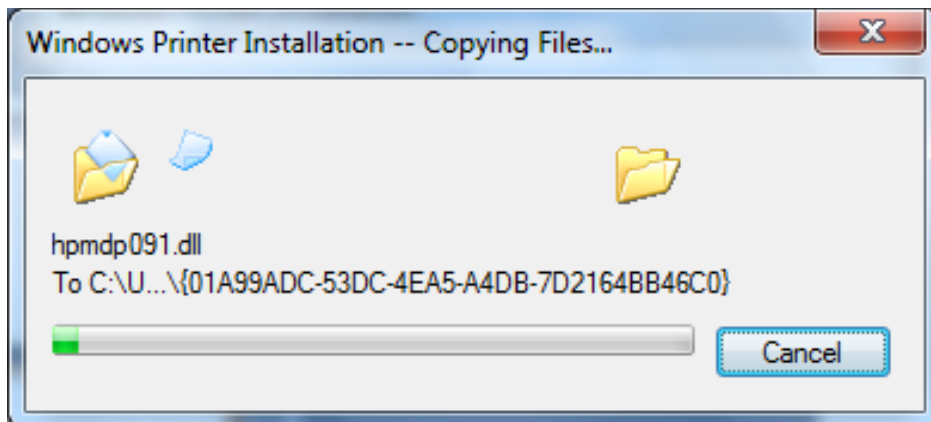
Step	Procedure
6	You will then see the <b>Windows Printer Installation</b> window where your computer is trying to connect to the printer.



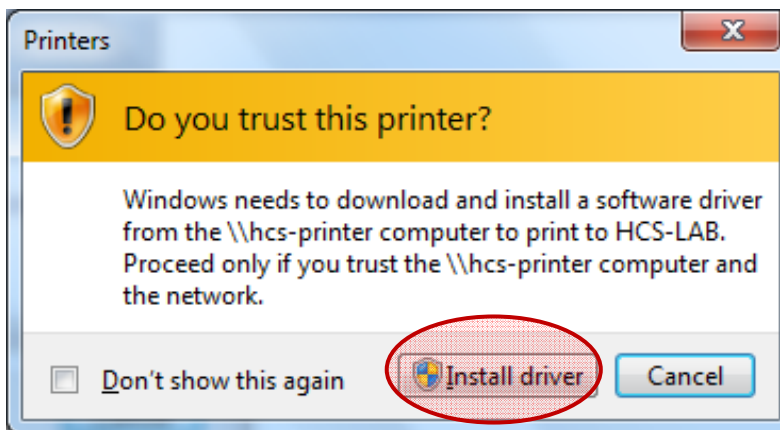
Step	Procedure
7	<p>You will be asked for your Haas credentials once your computer connects to the server. Please enter them in the format below:</p> <p>Username: <b>haas\your username</b>                      Password: <b>your haas password</b></p> <p>Also make sure the box "<b>Remember my credentials</b>" is checked. That way you will not be asked for this password in the future.</p>



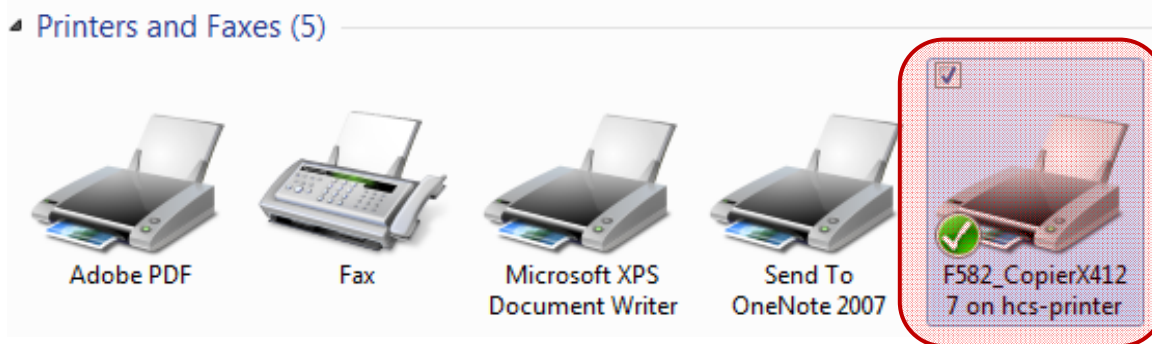
Step	Procedure
8	After you enter the right credentials the <b>driver</b> for the printer that you are trying to map will be <b>installed</b> on your computer



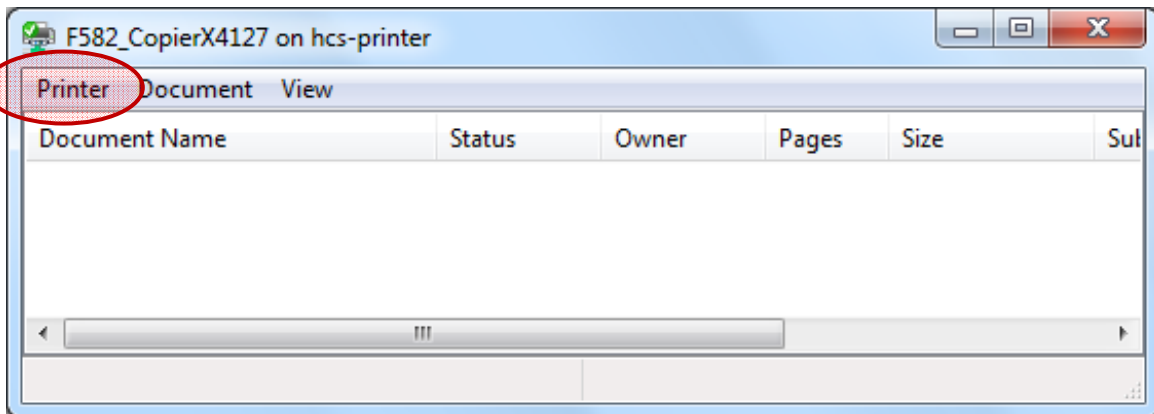
Step	Procedure
9	You might then be asked this security question about the printer driver. Click the button " <b>Install driver</b> " to proceed with the printer installation.



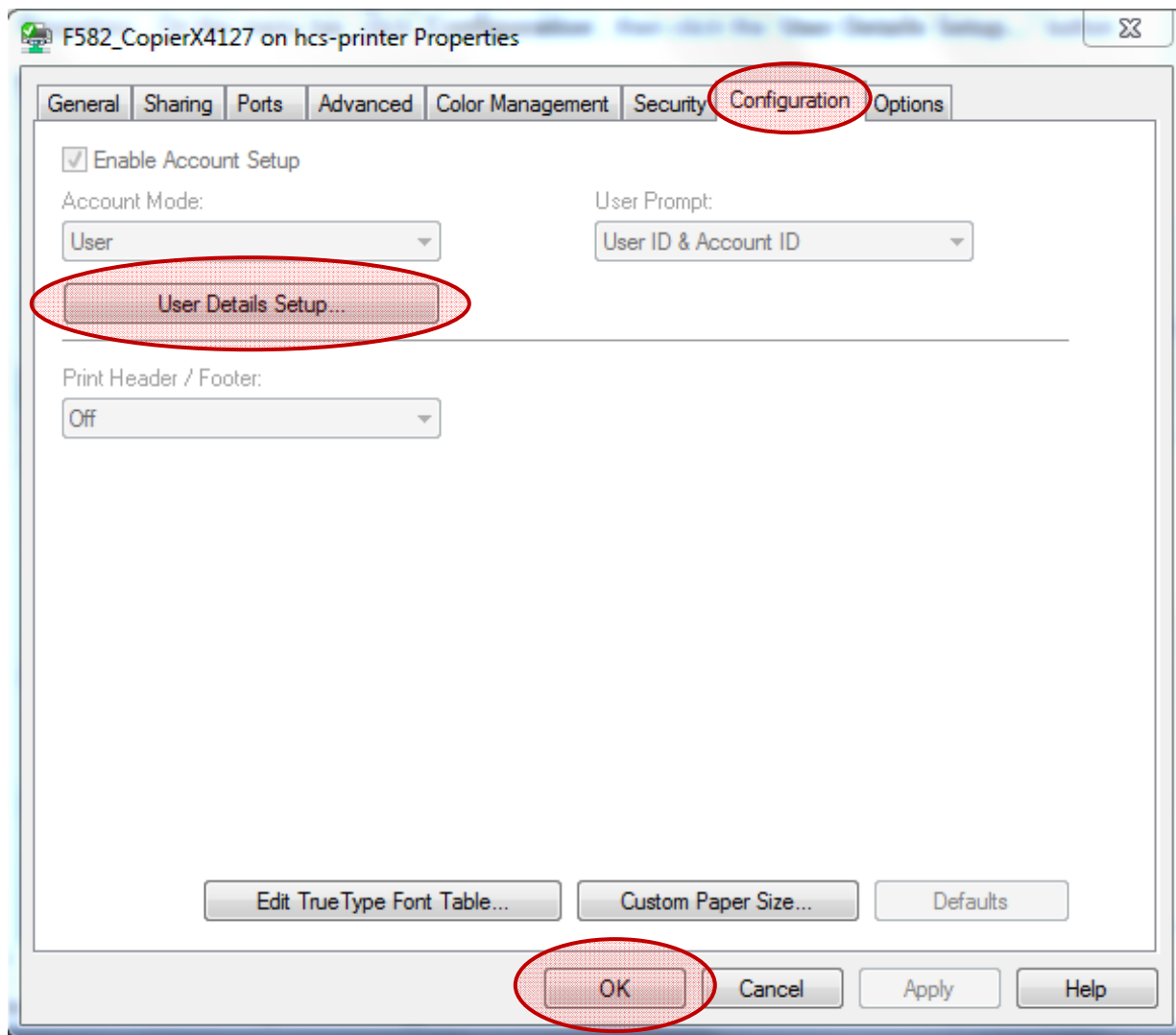
Step	Procedure
10	That is it. You should now be able to see the <b>F582_CopierX412</b> if you go to <b>Control Panel &gt; Devices and Printers</b> . However, there are a few more steps left to complete the printer configuration. <b>Double Click</b> on <b>F582_CopierX412</b> to <b>open</b> the <b>print queue</b> view.



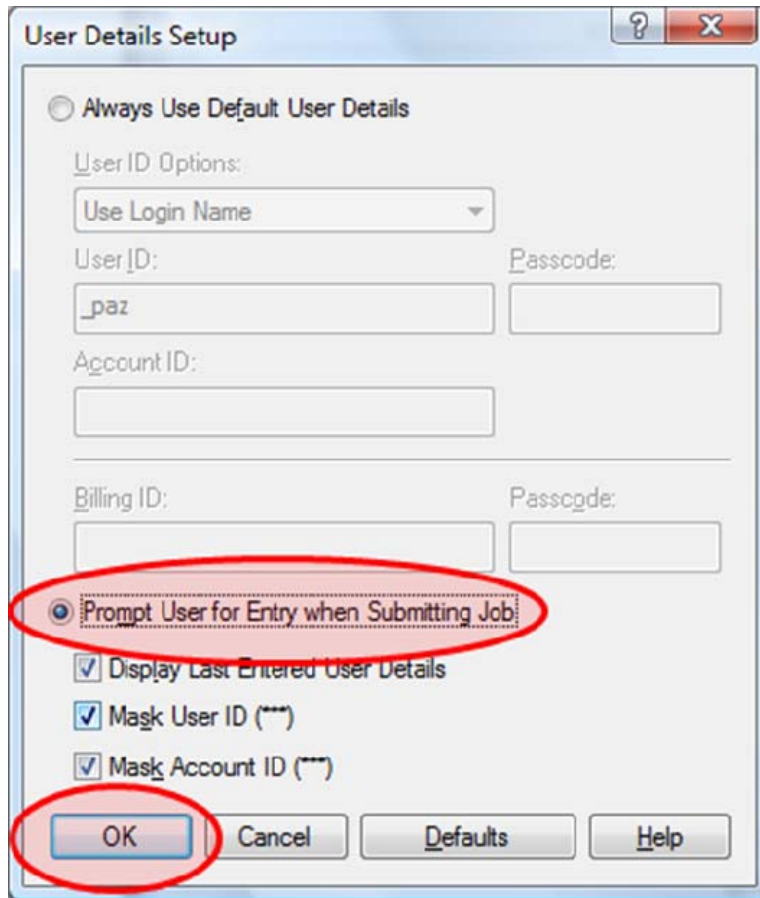
Step	Procedure
11	<p><b>Configuring the Copier with Your Department's Code</b></p> <p>From the queue menu <b>click on Printer</b> and <b>select Properties</b></p>



Step	Procedure
12	<p><b>Click on the configuration tab, and then click on the User Detail Setup button.</b></p>



Step	Procedure
13	In the <b>User Detail Setup</b> dialogue box <b>click</b> the radio button named <b>Prompt User for Entry when Submitting Job</b> . Then <b>click OK</b> to close the window.



Step	Procedure
14	Whenever you <b>send</b> a job to this printer you will be prompted to enter your <b>4 digit security code</b> . You will <b>enter</b> the <b>4 digit security code</b> in the <b>User ID</b> and <b>Account ID</b> fields ( <b>Leave the Passcode field EMPTY</b> ). Once you <b>press OK</b> your job will be <b>processed</b> .

